



City of Bainbridge Island | Public Works - Engineering

280 Madison Avenue North  
Bainbridge Island, Washington 98110  
(206) 842-2016 | (206) 780-3710 Fax

Permit Number

(Official Use)

External Reference Number

RIGHT-OF-WAY USE APPLICATION & PERMIT (BIMC 15.12)

**PROJECT SUMMARY**

PROJECT ADDRESS: \_\_\_\_\_

PLANNING AND COMMUNITY DEVELOPMENT (PCD) PROJECT NO. (if applicable) : \_\_\_\_\_

PERMITTEE (check one): ☐ Owner ☐ Authorized Agent

NOTE: The Permittee is responsible for deposits, billings and payments and all other terms outlined on page 2 of this form.

**CONTACT INFORMATION**

Permittee (Individual or Company)	Email
Address	Contact Name (if different than above)
City, State Zip Code	24 Hour/Job Site Phone
Phone	



**IMPACTED INFRASTRUCTURE - Site Plan Required** (Check all that apply)

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Asphalt Street | <input type="checkbox"/> Concrete Street | <input type="checkbox"/> Curb and Gutter  | <input type="checkbox"/> Curb Ramp          |
| <input type="checkbox"/> Paved Shoulder | <input type="checkbox"/> Planting Strip  | <input type="checkbox"/> Sidewalk         | <input type="checkbox"/> Utility Structures |
| <input type="checkbox"/> Trees          | <input type="checkbox"/> Unimproved ROW  | <input type="checkbox"/> Unpaved Shoulder |   |
| <input type="checkbox"/> No Impact      | <input type="checkbox"/> Other ROW       | <input type="checkbox"/> _____            |   |

**IMPACTED MOBILITY- Traffic Control Plan & Traffic Impact Form Required** (Check all that apply)

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Alley Closed              | <input type="checkbox"/> Alley Partially Blocked | <input type="checkbox"/> Bike Lane Closed | <input type="checkbox"/> Bike Lane Partially Blocked |
| <input type="checkbox"/> Multi-Travel Lanes Closed | <input type="checkbox"/> Parking Lane Closed     | <input type="checkbox"/> Sidewalk Closed  | <input type="checkbox"/> Sidewalk Partially Blocked  |
| <input type="checkbox"/> Street Closed             | <input type="checkbox"/> Travel Lane Closed      | <input type="checkbox"/> No Impact        | <input type="checkbox"/> _____                       |

**WORK DESCRIPTION**

**DETAILED DESCRIPTION** (Please provide a detailed description of the work proposed in the space below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COST ESTIMATE**

Valuation of portion of project within the right-of-way \$ \_\_\_\_\_

**PROPOSED CONSTRUCTION (Types A, B or C)**

- |   |   |
|---|---|
| <input type="checkbox"/> Driveway                   | <input type="checkbox"/> Landscaping                  |
| <input type="checkbox"/> Awning, Marquee, Canopy    | <input type="checkbox"/> Paving                       |
| <input type="checkbox"/> Bus Shelter Installation   | <input type="checkbox"/> Public Art Installation      |
| <input type="checkbox"/> Clear and Grub             | <input type="checkbox"/> Seasonal Lighting            |
| <input type="checkbox"/> Fence, Rockery, Wall       | <input type="checkbox"/> Sidewalk Repair/Construction |
| <input type="checkbox"/> Grade and Rock - Temporary | <input type="checkbox"/> Tree - Prune/Plant/Remove    |
| <input type="checkbox"/> Other _____                |   |

**FRANCHISE UTILITY (Type D)**

- |  |       |
|--|-------|
| <input type="checkbox"/> Existing Overhead | _____ |
| <input type="checkbox"/> Existing Vaults   | _____ |
| <input type="checkbox"/> Other             | _____ |

**SIDEWALK USE**

- |                               |       |
|-------------------------------|-------|
| <input type="checkbox"/> Café | _____ |
| <input type="checkbox"/>      | _____ |

## TERMS

### Indemnification

The Permittee agrees to defend, indemnify, and hold harmless the City of Bainbridge Island, its officials, officers, employees, and agents against: (1) any liability, claims, causes of action, judgments, or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of the Permittee, its subcontractors, anyone directly or indirectly employed by them, and anyone for whose acts or omissions they may be liable, arising out of the Permittee's use or occupancy of the public right-of-way; and (2) all loss by the failure of the Permittee to fully or adequately perform, in any respect, all authorizations or obligations under the Permit.

### Acceptance of terms, conditions, and requirements

Permittee shall accept the terms, conditions, and requirements of the permit and agree to comply with them to the satisfaction of the City of Bainbridge Island, Public Works - Engineering. Permittee further agrees to comply with all applicable city ordinances, including but not limited to Title 12 BIMC, and all applicable requirements of state and federal law. Work shall begin within six months from the date of approval unless other arrangements are made, otherwise the application shall be void.

### Applicant or Authorized Agent Statement

I declare under penalty of perjury under the laws of the State of Washington that: I am the Applicant AND the Owner OR the authorized agent of the owner; that the information provided herein is correct and complete; and that I have the authority to bind the owner to this application.

### Deposits, Charges, and Future Billings

The Permittee is responsible for all permit charges. If a deposit was made for estimated future Street Use services, any unused portion of the deposit will be refunded to the Permittee. Any charges in excess of the deposit will be billed to the Permittee.

PERMITTEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(Official Use)

#### REQUIRED AT APPLICATION

#### REQUIRED PRIOR TO ISSUANCE

#### FEES

<input type="checkbox"/> Site Plan (All Permits)	<input type="checkbox"/> Annual Permit # _____	<input type="checkbox"/> Noise Exemption	\$ _____
<input type="checkbox"/> Cost Estimate (All Permits)	<input type="checkbox"/> Indemnity Agreement	<input type="checkbox"/> Owner/Agent Agreement	\$ _____
<input type="checkbox"/> Traffic Control Plan	<input type="checkbox"/> Surety	<input type="checkbox"/> MS4* Connection Form	
<input type="checkbox"/> Restoration Plan	<input type="checkbox"/> Proof of Insurance	Total:	\$ _____

#### COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATION ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

APPLICATION APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE EXPIRES: \_\_\_\_\_

INSPECTION UPON CONSTRUCTION COMPLETION: \_\_\_\_\_

FINAL INSPECTION - 12 MONTH BOND RELEASE: \_\_\_\_\_

PERMIT TYPE	FEE	START DATE	APPROX. PROJECT DURATION
<input type="checkbox"/> "A" - Short-Term	\$150.00	_____	(Max. 30 days)
<input type="checkbox"/> "B1" - Disturbance of ROW	\$250.00	_____	(Max. 30 days)
<input type="checkbox"/> "B2" - Annual Bulk	\$500.00	_____	(1 Year)
<input type="checkbox"/> "C" - Long-Term Use	\$250.00	_____	(Max. 5 years)
<input type="checkbox"/> "D" - Franchise Utility Routine Maintenance	\$1,000.00	_____	(Max. 1 year)
<input type="checkbox"/> Sidewalk Café use (BIMC 12.36)	\$100.00	_____	(Max. 1 year)

NOTE: Additional inspections invoiced at \$50.00 per visit.

ADDITIONAL PERMITS	FEE	START DATE	APPROX. PROJECT DURATION
<input type="checkbox"/> TYPE "B1" ISSUED UNDER BULK PERMIT	\$50.00	_____	(Max. 30 days)

\* Municipal Separate Storm Sewer System ("MS4" or "stormwater drainage system") - Requires a Stormwater Conveyance System Connection Application

## ***PERMIT CONDITIONS***

1. For the purposes of inspection or reference, the contractor is required to have this permit in their possession at the permitted work location.
2. This permit is subject to all terms, conditions, and provisions set forth in Bainbridge Island Municipal Code, Chapter 15.12 and in the surety provided pursuant to Bainbridge Island Municipal Code Section 15.12.220.
3. The City may revoke, annul, revise or terminate the permit if the applicant fails to comply with any of the provisions of the permit, Bainbridge Island Municipal Code Chapter 15.12, the surety bond or any notices given by the City.
4. The applicant and/or assigns shall have the right and authority to enter upon the rights-of-way of the City as indicated on the front of the issued permit for the purpose of completing the proposed work.
5. This grant or privilege shall not be deemed or held to be an exclusive franchise, nor prohibit the City from granting other permits or franchise rights to any other party.
6. In accordance with RCW 58.04.015, survey monumentation in or adjacent to any right-of-way shall not be disturbed.
7. Applicant shall notify utilities One Number Locate service (811) before commencing any surface/subsurface work as required by RCW Chapter 19.122.
8. Before commencing work, applicant shall submit and have a completed and City approved Traffic Impact Form and Traffic Control Plan for any projects impacting traveled roadways, in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).
9. In accordance with BIMC 15.22, permitted activities shall prohibit the discharge of any pollutants or waters containing pollutants.
10. Applicant shall provide project drawings to a working scale, showing location of work, name and width of streets and the relative position of proposed work to existing utilities.
11. All rights-of-way shall be fully restored to as good or better and safe a condition as before commencement of work by applicant. Any damage of any kind by the applicant/ assigns shall be repaired at applicant's sole cost and expense.
12. Upon completion of the work, the applicant will request that the City make an inspection to determine if the work has been completed and that City facilities have been restored and no damage has occurred.
13. If applicant or designee fails to complete the proposed work, the PW Director or his designee may complete the work or have it completed in order to restore the rights-of-way to an acceptable condition. The City shall obtain the proceeds from any surety or invoice the applicant for reimbursement for all costs associated with said restoration. Ref: BIMC 15.12.220.



## City of Bainbridge Island

### Public Works Engineering

(206) 842-2016 Fax (206) 780-3710

[pwadmin@bainbridgewa.gov](mailto:pwadmin@bainbridgewa.gov)

## TRAFFIC IMPACT FORM

*The Traffic Impact form must be filled out (in conjunction with ROW Permit) for any road closures and/or partial road closures when roadway is reduced to one lane of traffic.*

PROJECT NAME: \_\_\_\_\_ ROW PERMIT # \_\_\_\_\_

CONTACT Name/Phone #/ Email:

*Note: This information will be published in the City's traffic notification webpage; therefore, the contact information provided should be whom interested citizens can contact.*

Company: \_\_\_\_\_ Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

PRIMARY ROAD: \_\_\_\_\_

FROM: \_\_\_\_\_ to \_\_\_\_\_  
Nearest Cross Street. or # Nearest Cross Street. or #

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

RESTRICTION ☐ One lane w/flaggers continuously  
☐ One lane w/flaggers intermittently  
☐ Full Road Closure / ☐ Route Map Attached

Describe Detour Route  
☐ Other \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE COMPLETED TRAFFIC IMPACT FORM MUST BE SENT TO COBI ENGINEERING  
([pwadmin@bainbridgewa.gov](mailto:pwadmin@bainbridgewa.gov)) **10-WORKING DAYS** PRIOR TO CONSTRUCTION START DATE



## City of Bainbridge Island

Department of Public Works

280 Madison Ave. N.

Bainbridge Island, WA 98110

(206) 842-2016 www.ci.bainbridge-isl.wa.us

# Stormwater Conveyance System Connection Application

<b>Contact Information</b> (To be filled out by Applicant)				Preferred method of correspondence: <input type="checkbox"/> Mail <input type="checkbox"/> E-mail	
Applicant's Name:		Date:	Permit #		
Applicant's Mailing Address:		City:	State:	Zip:	
Day Phone: ( )	Cell Phone: ( )	Email:			
Site Address:		Parcel #			

<b>Connection #1 Attribute Information</b> (To be Filled out by Applicant or COBI Staff)					
Connection Location Coordinate (Mark Unit Type Below) /		Type of Facility Connecting To: (Catch Basin, Ditch, Swale, Pond, Stream)		Number of Pipes	
<input type="checkbox"/> Latitude/Longitude	<input type="checkbox"/> UTM	<input type="checkbox"/> Northing/Easting	UTM Zone	State Plane Zone	Datum
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 1)	Pipe Diameter	Pipe Invert	Flow Direction (Azimuth in Degrees)		
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 2)	Pipe Diameter	Pipe Invert	Flow Direction (Azimuth in Degrees)		
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 3)	Pipe Diameter	Pipe Invert	Flow Direction (Azimuth in Degrees)		

<b>Connection #2 Attribute Information</b> (To be Filled out by Applicant or COBI Staff)					
Connection Location Coordinate (Mark Unit Type Below) /		Type of Facility Connecting To: (Catch Basin, Ditch, Swale, Pond, Stream)		Number of Pipes	
<input type="checkbox"/> Latitude/Longitude	<input type="checkbox"/> UTM	<input type="checkbox"/> Northing/Easting	UTM Zone	State Plane Zone	Datum
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 1)	Pipe Diameter	Pipe Invert	Flow Direction (Azimuth in Degrees)		
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 2)	Pipe Diameter	Pipe Invert	Flow Direction (Azimuth in Degrees)		
Type of Pipe (Corrugated Metal, HDPE, PVC, Ductile Iron) 3)	Pipe Diameter	Pipe Invert	Flow Direction (Azimuth in Degrees)		

Use additional forms for more than two connections.

<b>Processing Information</b> (To be Filled Out By COBI Staff)		
Reviewed by	Location Verified	New Location (Circle one UTM, Lat/Long, Northing/Easting); Zone ( )
Review Date		1)
		2)
		3)

The information provided supports the maintenance of a computer based map of all connections to the MS4 (BIMC 15.22) as required by Department of Ecology to meet the City's Phase II Municipal Stormwater Permit condition S5.C3.a.ii.